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to ChD/S

External Training

Conferences for Corporation Executives

Each year the School of Advanced International Studies of Johns Hopkins University and its affiliated Foreign Service Educational Foundation presents a series of meetings designed specifically to meet the requirements of the executive with international interests. The series is intended to encourage mutual understanding among business executives, labor leaders, and Government officials on matters affecting American business operations abroad.

This year, four conferences are scheduled to be held during the period of September, 1958 to March, 1959 in the Hotel Statler, Washington, D. C. Attendance is limited but a small quota has been obtained for Agency personnel who may attend on a non-participating basis as guests of the President of the Foreign Service Educational Foundation.

Schedule of Conferences

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|------------------------|---|
| ✓ 29-30 September 1958 | <u>Nationalism and Business Prospects in the Middle East</u>
Analysis of the effect of recent developments in the Middle East on economic relations with the U.S. |
| 2-3 December 1958 | <u>The Challenge of Soviet Economic Expansion</u>
Discussion of the significance of Soviet economic progress and its challenge to the commercial and financial interests of the U.S. |
| 27-28 January 1959 | <u>The Economic Crisis in Latin America</u>
Study of continuing economic difficulties in Latin America, and problems facing U.S. business in this area |
| 18-19 March 1959 | <u>The Pound and the Dollar</u>
Survey of the British Commonwealth and its relation to American business |

Anyone who is interested in attending any of these sessions should make arrangements through his Training Officer. Applications for registration should be forwarded to the Registrar/TR, at least two weeks before the date of each conference. Applicants will be notified of acceptance.

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American Management Association

The Office Management Division of AMA has scheduled five seminars to be conducted on the campus of Colgate University, Hamilton, New York, from 25-29 August 1958. These are:

Management of Office Services

This will be a combination of instructional presentations and group discussions. It is designed for executives who are responsible for maintaining, developing and improving the office services in their companies.

Administering Electronic Data Processing Systems

This seminar is limited to representatives of companies that have electronic data processing installations or that are engaged in planning an installation.

Developing a More Effective Company Program for the Evaluation, Selection, Maintenance and Standardization of Office Machines and Equipment

In this the group will consider specific categories of machines and equipment such as furniture, duplicators, filing equipment, arithmetic machines, and all classifications of data processing and data recording equipment.

Management of the Systems Function

This is especially designed for managers of the systems, methods, and procedures function, and for executives responsible for an equivalent function in their companies.

Reducing and Controlling the Costs of Office and Administrative Overhead

One phase of this seminar will deal with tools, techniques and approaches which include Budgets and Accounting Methods, Work Measurement, Incentive Plans, Statistical Sampling, Work Simplification Programs, Standard Practices and Departmental Manuals.

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